



## ***Washington State Law Library***

### **ASSISTANT LAW LIBRARIAN**

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#### **Primary Purpose**

Supervise staff and coordinates day-to-day operation of the Washington State Law Library.

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#### **Distinguishing Characteristics**

Under direction from the Law Librarian, this is a senior level professional who works with minimal supervision and exercises independent judgment and decision making as delegated for day-to-day operation of the Law Library. This job assigns and reviews the work of other library staff. Interacts regularly with a wide variety of library users including justices, judges, legal professionals, state agencies and employees, and the public.

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#### **Duties and Responsibilities**

Supervises library staff including assignment of work, evaluation of performance, and establishment of weekly work schedules to ensure coverage for effective library operation; supervises shelving and filing of new materials, setting priorities and resolving problems in the Temple of Justice, offsite storage, and the Court of Appeals; supervises and provides reference services to public and judiciary.

Performs customized reference services for the courts; provides print and electronic resources as needed.

Participates in online reference chat services, including follow-up email and provision of services.

Drafts procedures and guidelines for efficient workflow within the Law Library.

Monitors cataloging of materials, preparing original records unavailable through OCLC.

Responds to court and patron requests via phone, in person, and electronically; receives and confers with visitors and the public, giving tours and drafting the library newsletter.

Responds to requests from correctional institutions for legal materials and information.

Assists with routine maintenance on integrated library computer system (Innovative Interfaces Inc.—III); works with IS on redesign & improvements of Law Library website.

Demonstrates independent judgment to implement innovative patron-centered solutions and to integrate technologies, such as social networking, virtual reference, mobile technologies, and other applications as necessary.

Maintains check in records, physically processes materials, and coordinates processing of invoices for payment.

### **Duties and Responsibilities (continued)**

Resolves vendor, material, and invoice problems, processes cancellations, and returns unneeded materials.

Prepares periodic statistical reports on patron interactions.

Performs other duties as required.

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### **Key Competencies**

#### **Agency values:**

- Integrity
- Honesty
- Accountability
- Teamwork
- Trust
- Respect
- Customer Service
- Communication

#### **Behavioral Competencies**

- Influencing
- Problem solving
- Planning/organizing
- Advising
- Relationship building
- Tact/diplomacy

#### **Knowledge/Skills/Abilities**

- Ability to work independently with minimal supervision and keep the appropriate library staff informed on specific work assignments
- Ability to effectively coach, supervise, motivate and mentor staff
- Ability to plan, organize and direct the work of others utilizing leadership techniques consistent with Law Library practices and culture
- Ability to earn the trust, respect, and confidence of coworkers, the court community, patrons and the public through consistent honesty and professionalism in all interactions
- Skill to communicate effectively, both verbally and in writing; ability to compose correspondence and write reports
- Ability to understand patron expectations and deliver work products meeting those expectations
- Ability to organize, prioritize and effectively manage time and resources to manage projects and meet productivity standards, deadlines, and work schedules
  - Ability to pay attention to detail and accept personal responsibility for the quality and timeliness of work; ability to acknowledge and correct mistakes
- Ability to anticipate potential problems and opportunities; adjust plans accordingly
- Ability to identify, analyze and resolve problems in a consultative process bringing problems together with recommendations for solutions
- Analysis, evaluation, and efficient development of recommendations and options
- Ability to multi-task and effectively work on multiple projects simultaneously
- Ability to utilize integrated library computer system
- Ability to learn and use new computer applications

- Ability to embrace change
  - Ability to maintain confidentiality of materials, files and information
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### **Qualifications and Credentials**

A Master's degree in Library Science from an accredited American Library Association program

**AND:**

Five (5) years of progressively responsible experience working as a professional librarian, including one year of experience supervising a work unit, project or program.

Experience working in a law library is preferred.

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### **SALARY RANGE: 56**

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- Workweek may fluctuate depending on workload or agency need.
- Overnight travel may be required based on business need.
- This position is not covered by the Fair Labor Standards Act.

**06/15: Updated**

**02/08: Revised**